

Board Agenda Item
June 9, 2004

ADMINISTRATIVE - 1

Adoption of Minutes - May 26, 2004, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the May 26, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the May 26, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on June 9, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the May 26, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Nancy L. Brumit, Administrative Assistant

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ADMINISTRATIVE - 2

Rezoning - Spring Hill Farm, RZ/FDP 2004-DR-016 (Dranesville District)

ISSUE:

Approval of staff comments pertaining to the Rezoning application for Spring Hill Farm, RZ/FDP 2004-DR-016 located on Tax Map: 20-4 ((1)) 64A, 76, and 76 A on Spring Hill Road south of Dominion Drive. The Development Plan proposes 18 new dwelling units on approximately 25.5 acres. The site currently contains a historic house that will be preserved.

RECOMMENDATION:

The Park Authority Director recommends approval of the following summary comments regarding Spring Hill Farm, RZ/FDP 2004-DR-016:

- The Fairfax County Park Authority requests that the applicant dedicate the Resource Protection Area (RPA) of Bull Neck Run. The RPA is approximately 6.19 acres in size (see attached map).
- The applicant should dedicate \$30,175 to the Park Authority for recreational facility development.
- The applicant should provide a tight interval (30-foot) Phase I archeological survey and if recommended by the Phase I survey, additional studies to document cultural resources on site.

(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)

TIMING:

Board action is requested on June 9, 2004. It is anticipated that the Planning Commission will hold a public hearing to review this case in September 2004. The Board of Supervisors has not scheduled a hearing date at this time.

BACKGROUND:

This site is bounded by stream valley parkland along Bull Neck Run both to the north and the south. As such, the Chesapeake Bay Resource Protection Area (RPA) on this

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site provides an important link between the separate pieces of parkland. Staff recommends that the applicant dedicate the RPA (approximately 6.19 acres) on this site to the Fairfax County Park Authority for public park purposes. The Development Plan appears to show possible drainfields within the RPA. The drainfields should not be included in the area dedicated to the Park Authority.

Based on the Zoning Ordinance Sections 6-110 and 16-404, the applicant shall provide \$955 per residential unit for outdoor recreational facilities to serve the development population. The Ordinance-required contribution is \$17,190. The \$955 per unit funds required by Ordinance offset only a portion of the impact to provide recreational facilities for the new residents generated by this development. In order to offset the additional impact caused by the proposed development, the applicant should provide an additional \$12,985 to the Park Authority for recreational facility development at one or more of our sites located within the service area of this development. The Development Plan currently does not show any proposed recreational facilities. If no qualifying outdoor active recreational amenities are provided, the applicant should dedicate the full \$30,175 to the Park Authority.

FISCAL IMPACT:

Since the land will be kept in its natural condition as a part of a Stream Valley Park maintenance costs are expected to be very minor.

ENCLOSED DOCUMENTS:

Attachment 1: Vicinity Map

Attachment 2: Rezoning Application Map

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Park Planning Branch

Kay Rutledge, Manager, Land Acquisition Branch

Irish Grandfield, Supervisor, Planning and Land Management Branch

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ACTION - 1

Mastenbrook Volunteer Matching Fund Grant Program Request - Earth Sangha
(Dranesville and Mason Districts)

ISSUE:

Approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Earth Sangha in the amount of \$5,219 for the installation of signs at Marie Butler Leven Preserve and Wilburdale Park and plantings at Riverbend Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a Mastenbrook Volunteer Matching Fund Grant Program request from Earth Sangha in the amount of \$5,219 for the installation of signs at Marie Butler Leven Preserve and Wilburdale Park and plantings at Riverbend Park. **(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on June 9, 2004, in order to award the grant.

BACKGROUND:

Earth Sangha has requested \$5,219 of Mastenbrook Volunteer Matching Fund Grant Program funds to install 25 botanical signs and one orientation sign at the Marie Butler Leven Preserve in McLean, one orientation sign at Wilburdale Park, and 500 two-year old native woody plants at Riverbend Park. The total project cost is estimated to be \$10,774. Matching funds are being provided by in-kind volunteer labor. The project meets the eligibility criteria for the Mastenbrook Volunteer Matching Fund Grant Program.

The Park Authority will coordinate and monitor all aspects of the project.

FISCAL IMPACT:

The estimated total project cost for the installation of signs and plantings is \$10,774. Funds are currently available in the amount of \$5,219 in Project 004769, Mastenbrook

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Volunteer Matching Fund Grant Program in Fund 371, Park Capital Improvement Fund; and in the amount of \$5,555 from in-kind volunteer labor contributions resulting in total available funding of \$10,774.

Contingent on the approval of this project, the remaining balance in the Mastenbrook Volunteer Matching Fund Grant Program will be \$60,897.

ENCLOSED DOCUMENTS:

Attachment 1: Mastenbrook Volunteer Matching Fund Grant Program Request -
Earth Sangha

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Division

Brian Daly, Director, Park Operations Division

Jan Boothby, Grants Coordinator

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ACTION - 2

Policy 512 - Green Procurement Policy

ISSUE:

Proposed Policy 512 addresses a green purchasing policy for the Park Authority.

RECOMMENDATION:

The Park Authority Director recommends approval of the attached Green Procurement Policy. **(This item was reviewed by the Administrative and Management Committee on June 2, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board approval is requested on June 9, 2004, to provide staff with guidance on the purchase of goods and services in accordance with an environmentally friendly purchasing policy.

BACKGROUND:

A Green Procurement Policy is inherent in our mission and directly links to the Park Authority Stewardship Value and the Natural Resource Management Plan. This policy provides guidelines on environmentally friendly purchasing for goods, services, and construction, provides a mechanism for monitoring measurable results through an Annual Accountability Report and assigns responsibilities to staff while keeping a watchful eye of costs.

The draft policy was developed by technical representatives from all of the Park Authority divisions who were formed into a committee to help facilitate discussions and receive a balanced input on the draft policy. The policy was developed and presented to the Director's Leadership Team (DLT) on February 12, 2004. The proposed draft policy is attached for your review and consideration.

FISCAL IMPACT:

None.

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ENCLOSED DOCUMENTS:
Attachment 1: Proposed Policy 512

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Charlie Bittenbring, Acting Director, Park Services Division
Brian Daly, Director, Park Operations Division
Cindy Messinger, Director, Resource Management Division
Miriam Morrison, Director, Administration Division
Lynn S. Tadlock, Director, Planning and Development Division
Sue Frinks, Purchasing Branch
Cathy A. Muse, Director, Department of Purchasing and Supply Management

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ACTION - 3

Contract Award - Hidden Pond Stream Valley Stabilization and Dredging Project
(Springfield District)

ISSUE:

Approval of a contract award to Sagres Construction Corporation of Alexandria, Virginia in the amount of \$121,450 for stream valley stabilization and dredging work at Hidden Pond Park.

RECOMMENDATION:

The Park Authority Director recommends award of a contract to include the base bid and add alternate nos. 1 and 2, to Sagres Construction Corporation of Alexandria, Virginia in the amount of \$121,450 for stream valley stabilization and dredging work at Hidden Pond Park. In addition, the Director recommends reserving \$12,145 or ten (10) percent of the contract award for contract contingency, \$7,287 or six (6) percent of the contract award for administrative costs and \$6,000 for inspections and materials costs. **(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$ 121,450
Contract Contingency (10%)	\$ 12,145
Administrative Costs (6%)	\$ 7,287
Inspections and Materials Costs	<u>\$ 6,000</u>
 TOTAL COST	 \$ 146,882

TIMING:

Board action is requested on June 9, 2004, to maintain the project schedule.

BACKGROUND:

The FY2004-2005 Work Plan includes a Capital Improvement Project to stabilize the stream valley at Hidden Pond Park. Hidden Pond is a 25.6 acre Community Park located in the Springfield Supervisory District.

The Park Authority Board approved the project scope on September 11, 2002 which included the following improvements:

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- Retrofitting the dry pond outlet structure
- Renovating the forebay for Hidden Pond
- Dredging the upstream third of Hidden Pond

The original scope also included stabilization of the stream valley segment between the dry pond and Hidden Pond using bioengineering techniques, however it has been determined that this work will be completed by citizen volunteer groups.

Two (2) bid alternates were included in the bid documents. Add alternate no. 1 is for replacement of some worn out drainage pipes in the vicinity of the main pond and forebay, and add alternate no. 2 is for retrofitting the outlet structure of the dry pond. Staff recommends acceptance of bid alternate nos. 1 and 2 as part of the contract award.

Four (4) sealed bids for stream valley stabilization and dredging work at Hidden Pond Park were received and opened on May 12, 2004 as summarized in Attachment 1. The lowest responsible bidder was Sagres Construction Corporation. Their total bid (base bid and add alternate nos. 1 and 2) of \$121,450 is \$18,850 or 18.4% above the Park Authority's pre-bid estimate of \$102,600 and \$4,850 below the next lowest bidder. The work is to be completed within 60 calendar days of Notice-to-Proceed. Sagres Construction Corporation holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Sagres Construction Corporation has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Funding in the amount of \$146,882 is necessary to award this contract and to fund the associated contingency, administrative costs and related construction costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$224,121 in Project 475098, Natural and Cultural Resource Facilities, Detail 128, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated contingency, administrative costs and related construction costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2: Scope of Work
Attachment 3: Cost Estimate
Attachment 4: Site Plan

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STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Branch

Brian Daly, Director, Park Operations Division

Lynn S. Tadlock, Director, Planning and Development Division

John Lehman, Manager, Project Management Branch

Christopher J. Hoppe, Supervisor, Project Management Branch

Elizabeth Cronauer, Project Manager

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ACTION - 4

Approval - Natural Resource Inventories at Several Park Locations

ISSUE:

Approval to proceed with Natural Resource Inventories at several parks throughout the County.

RECOMMENDATION:

The Park Authority Director recommends approval to proceed with Natural Resource Inventories at several parks throughout the County. **(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Because master planning is underway for many of these parks, board action is requested on June 9, 2004, to maintain the master plan schedules.

BACKGROUND:

The need for natural resource inventories is emphasized in both the Park Authority Strategic Plan and in the Natural Resource Management Plan (approved by the Park Authority Board on January 14, 2004), as well as the Implementation Plan for the Natural Resource Management Plan (approved by the Resource Management Committee on March 3, 2004).

Obtaining an inventory and mapping of the natural resources on a park is valuable for General Management Plans and Conceptual Development Plans as well as Revisions to Park Master Plans. The goal of the Natural Resource Management Program is to obtain or prepare a Natural Resource Inventory (NRI) for a park site prior to any newly undertaken planning or development activity. Natural Resource Inventories include an overview of the natural resources that make up a site as well as a detailed description of forested areas. In addition, should potential wetlands be identified, the Natural Resource Inventory will recommend that formal wetlands delineations be conducted.

Several parks are undergoing master planning efforts and require natural resource inventories. These include Westgrove, Fairfax Villa, Lee District, Sully, Union Mills and Sully Woodlands. Natural Resource Inventories have already been conducted on some but not all parcels that make up Union Mills and Sully Woodlands. This effort would

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focus on additional parcels in Union Mills and Sully Woodlands. The Union Mills parcels would complete Natural Resource Inventories for all parcels associated with that park. The Sully Woodlands parcels included in this effort comprise three priority areas in the Sully Woodlands General Management Planning Area. This Sully Woodlands planning effort was discussed in the March 10, 2004, board Item titled 'Hunter/Hacor General Management Plan Update'. The three areas were identified as priority due to the natural resources present on the sites and the likelihood of significant planning and development occurring on them. These three areas include the Horne property and two Board of Supervisors land transfers (one that has been transferred and one that is pending transfer, referred to as Board of Supervisors Land 10 and Board of Supervisors Land 13 respectively in the attached cost estimate).

The Natural Resource Inventories would be carried out by a consultant through the open ended contract for Cultural Landscape Reports. This contract with Rhodeside and Harwell, Inc. was renewed in a board action on May 12, 2004.

Funding for these inventories would be from a 1998 bond project for a Resource Protection Facility study that was completed with a remaining fund balance of \$77,042.

FISCAL IMPACT:

Based on estimates from the consultant, funding in the amount of \$68,962.50 is necessary for this project. Funding in the amount of \$77,042 is available in Project 475098 Natural and Cultural Resource Facilities, Fund 370, Park Authority Bond Construction.

ENCLOSED DOCUMENTS:

Attachment 1: Cost Estimates

Attachment 2: Sully Woodlands Property Map

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Interim Director, Resource Management Division

Lynn S. Tadlock, Director, Planning and Development Division

Michael Rierson, Manager, Resource Stewardship Branch

Heather Melchior, Manager, Natural Resource Management and Protection Section

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ACTION - 5

Scope Approval - Turner Farm Park, Phase II (Dranesville District)

ISSUE:

Approval of a project scope to advance the design of certain facilities at Turner Farm Park and to establish partnership agreements for the development of those facilities.

RECOMMENDATION:

The Park Authority Director recommends approval of a project scope to advance the design of certain facilities at Turner Farm Park and to establish partnership agreements for the development of those facilities. **(This item was reviewed by the Planning and Development Committee on June 3, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on June 9, 2004, to maintain the project schedule.

BACKGROUND:

Turner Farm Park was one of the first acquisitions from the 1998 Bond Program. In the current bond cycle, a Master Plan was adopted for this community park which proposed observatory and equestrian special purpose uses along with traditional community park uses. The adopted master plan is included for reference as Attachment 1. Staff from the Resource Management Division has been assigned to manage Turner Farm Park due to the proposed environmental education and equestrian uses proposed in the master plan. Since adoption of the Master Plan, the Park Authority has completed Phase I of the park's development to stabilize the site which included demolition of several existing structures, stabilization of other structures that were to remain and limited entrance improvements to permit safe access to the park. As a result of community efforts, the park is now open for limited use. There is a playground at the site that was made possible by a donation from the Great Falls Lions Club. The Turner Farm Team, a community friends group, has also made possible the installation of portions of the perimeter fence. The Analemma Society has entered into a cooperative agreement with the Park Authority for efforts in support of the observatory uses and now hosts a weekly public viewing at the park.

In September 2003 the Park Authority Board approved an additional Work Plan project to manage the design and permitting associated with the proposed equestrian facilities.

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That effort was undertaken to accommodate an opportunity for donated construction of those facilities which can begin as soon as the permitting process is completed. Staff is working with the Analemma Society to support their efforts to plan and promote observatory uses. The Analemma Society is working with a number of consultants to develop conceptual plans for their facilities. They also have plans to construct a small, roll-top observatory building at the park that is partially funded by a Mastenbrook Grant. To date, staff has been working with the Analemma Society in an advisory capacity. That relationship has not satisfied their expectations nor has it been successful in advancing development of the observatory use. Given the unique nature and projected benefit of the use, the Project Team recommends that staff take a stronger role in the project. As proposed, a Project Manager from the Special Projects Branch of the Planning and Development Division and a Coordinator from the Resource Management Division would be assigned to the Turner Farm project with responsibility for the following tasks:

- Complete the Site Plan and obtain a Land Disturbance Permit for the proposed equestrian facilities.
- Negotiate an agreement with the Turner Team for construction and operation of the equestrian facilities.
- Monitor construction of the equestrian facilities to assure compliance with the approved plan and the development agreement.
- Negotiate an agreement with the Analemma Society for development and operation of observatory facilities at Turner Farm Park.
- Complete a Natural Resource Management Plan for the Turner Farm Park.
- Complete a Site Plan and obtain a Land Disturbance Permit for the observatory and remaining facilities proposed at Turner Farm Park in accordance with the development agreement.
- Manage the consultant design and permitting of observatory facilities in accordance with the development agreement.

In this arrangement, the Analemma Society and the Turner Team would continue to have representation on the Project Team. However, their principle role would be focused on fund raising for their respective developments and operating/maintaining the facilities in accordance with their development agreements.

It is staff's opinion that approximately \$250,000 will be needed to support this project. These funds will be used to fund consultant contracts, pay review and permit fees, and cover administrative and related costs. Any additional funds needed to support the listed tasks would, in concept, be provided by our partners as part of a development agreement. As discussed in the fiscal impact, staff recommends reallocating needed funds from the Natural and Cultural Resource Facility category that were previously allocated to Countywide Stream Valley Stabilization. While Turner Farm Park is

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classified as a community park, the proposed facilities within the park satisfy a special purpose, and in the case of the observatory facilities, that purpose satisfies a countywide need. The designated funds represent a limited balance of funds in all categories that have not been obligated and cannot be expended for their original purpose within the current bond cycle.

FISCAL IMPACT:

Based upon staff's understanding of the work to date accomplished by the Turner Team and the Analemma Society, approximately \$250,000 in additional funding is needed to complete the tasks outlined in the scope of this project. Funds are currently available in the amount of \$250,000 in Project 475098, Natural and Cultural Resource Facility, in Fund 370, Park Authority Bond Construction, Countywide Stream Valley Stabilization, to complete the outlined tasks.

ENCLOSED DOCUMENTS:

Attachment 1: Turner Farm Park Conceptual Development Plan

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Division

Lynn S. Tadlock, Director, Planning and Development Division

Gene Biglin, Branch Manager, Resource Management Division

John Pitts, Manager, Special Projects Branch

Ed Nutter, Project Manager

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INFORMATION - 1

Proposed Process to Amend County Comprehensive Plan - Parks and Recreation Elements

The Planning Commission has scheduled 2004 as the time to review park and recreation elements of the County Comprehensive Plan, including the Policy Plan and Areas Plans. Included in the review will be the countywide policies for parks, incorporating facility service level standards and recommendations from the recently completed Park Needs Assessment and updates to the park inventory charts in the Area Plans.

Staff from the Park Authority and the Department of Planning and Zoning have discussed alternative approaches to amending the County Comprehensive Plan. Park Authority staff has proposed the scope, process, participants and schedule as outlined in Attachment 1. The proposal includes an aggressive schedule that concludes in early 2005 with public hearings before the Planning Commission and Board of Supervisors. The proposed timing is intended to prevent overlapping public hearings for the Parks Plan Amendment and scheduled public hearings for the Areas Plan Review that begin in March 2005. This proposal is submitted to the Board for consideration and comment, prior to submitting it to the Planning Commission for review.

(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)

ENCLOSED DOCUMENTS:

Attachment 1: Comprehensive Plan Park Elements Amendment Proposed Process and Schedule

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Charlie Bittenbring, Acting Director, Park Services Division

Brian Daly, Director, Park Operations Division

Cindy Messinger, Director, Resource Management Division

Miriam Morrison, Director, Administration Division

Judy Pedersen, Public Information Officer

Fred Selden, Director, Planning Division, Department of Planning and Zoning

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Kirk Holley, Manager, Planning Branch
Sandy Stallman, Long Range Planner

INFORMATION - 2

Project Update - Clemyjontri Park (Dranesville District)

Clemyjontri Park is planned as a unique countywide facility intended to provide all children, regardless of their disabilities, with a place to enjoy an innovative, barrier free park experience. The Park Authority has agreed to develop this facility in accordance with the conditions for acceptance of the park property and is working with the Fairfax County Park Foundation to raise funding for this park project. To date, the Park Authority has committed almost \$5.2 million toward Phase 1 of the project and the Park Foundation has raised over \$625,000 to implement the following:

Current Project Scope

- Accessible playground
- 28' Carousel
- Picnic Shelter
- Restroom
- Entrance road with an 81-space parking lot, including bus parking.
- Allowance for frontage improvements
- Site Trails
- Site and Transition Yard Landscaping/Fencing
- Site Work - SWM, Utilities, Permits, Misc. Furnishings
- Frontage Improvements¹

Not included: Carousel pavilion, office and storage buildings, arbor, Phase 2 or Phase 3 improvements.

A concept plan for the current project is attached for reference as Attachment 1.

Based on the current cost estimate that includes the original scope items, as well as a restroom facility and completion of the entire accessible playground, the total project cost for Phase 1 is \$5,755,000.

Park staff has been approached by a private donor interested in assisting with additional fund raising and donation of materials and services for the project. While initially, the scope of this effort was limited to those elements that were either not included in or

¹ Added to the project scope to accommodate a condition of plan approval imposed by the Virginia Department of Transportation. Total cost of the improvements is unknown pending completion of design. Cost of frontage improvements is expected to exceed the \$50,000 allocated for that purpose in the project budget.

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could be easily segregated from the Park Authority's project scope, the private donor is now interested in constructing the project for the Park Authority at a significantly discounted price. In concept, the private donor would facilitate donated materials and services from business contacts in the development industry and provide the completed facility to the Park Authority on a turn-key basis for a fixed fee. To accommodate this offer, staff proposes that the private donor would submit a proposal to Fairfax County under the Public Private Education and Infrastructure Act of 2002 (PPEA). Given the potential savings and schedule benefits, staff believes this project would be a good candidate for the County's PPEA program. If accepted by the County's evaluation team, which includes a representative from Park Authority staff, the opportunity would be advertised, the initial proposal and any other proposals received would be evaluated and a preferred offeror forwarded to the Board of Supervisors for approval. If approved, staff would negotiate a development agreement with the selected offeror for approval by the Board of Supervisors.

Unless otherwise directed, staff will proceed with implementation of the project as discussed above. As a contingency, staff will also be prepared to implement construction through competitive sealed bidding if the PPEA approach is not approved.

(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)

ENCLOSED DOCUMENTS:

Attachment 1: Phase 1 Development Concept

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cathy Muse, Director, Department of Purchasing and Supply Management

Cindy Messinger, Director, Resource Management Division

Lynn S. Tadlock, Director, Planning and Development Division

John Pitts, Manager, Special Projects Branch

Mark Holsteen, Project Manager

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INFORMATION - 3

Potomac School Request for Student Transfer Site at Spring Hill RECenter (Dranesville District)

On May 14, 2004, Kevin Fay, Park Authority Board Member from the Dranesville District, received a request from the Potomac School to use a portion of the parking lot at Spring Hill RECenter for a student transfer site. The request, similar to the one received for the Langley Fork Park site, was for a morning and afternoon student transfer site in the Spring Hill RECenter parking lot nearest to Lewinsville Road.

An assessment of the impacts of the proposed use on existing and future park uses and facilities, liability issues, traffic and circulation concerns, and any other circumstances that may affect the current operation of the park and recreation center will be considered in the evaluation. **Unless otherwise directed, staff will evaluate the requested use to determine the suitability of the park for a student transfer site.**

(This item was reviewed by the Planning and Development Committee on June 2, 2004, and approved for submission to the Park Authority Board.)

FISCAL IMPACT:
None at this time.

ENCLOSED DOCUMENTS:

Attachment 1: Potomac School Memorandum Dated May 14, 2004
Attachment 2: Spring Hill Park Existing Facilities Plan
Attachment 3: Spring Hill Park Conceptual Development Plan

STAFF:

Michael A Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning and Development Division
Kay H. Rutledge, Manager, Land Acquisition and Management Branch
Doug Petersen, Sr. Right-of-Way Agent, Land Acquisition & Management Branch